

## SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

**SUBJECT:** Revise Sick Leave Bank Policy - 502.0  
**DEPARTMENT:** Human Resources **DIVISION:** Employee Programs  
**AUTHORIZED BY:** Sally Sherman **CONTACT:** Martin Drake **EXT.** 7949

**Agenda Date** 8/12/2003 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐  
**Public Hearing – 1:30** ☐ **Public Hearing – 7:00** ☐

### MOTION/RECOMMENDATION:

Approval revised Sick Leave Bank policy from the Human Resource Personnel Policies and Procedures Manual #502.0.

### BACKGROUND:

In November 1985, the Seminole County Board of County Commission approved the establishment of a Sick Leave Bank based on employee contribution of leave hours. The donated leave provides continued income to employees who are experiencing serious illness/injury or serious illness in the immediate family requiring extended time off from work. All requests for withdrawals from the Sick Leave Bank require proper documentation and approval from the Sick Leave Bank Committee. In an effort to address employees' concerns and a need to increase available sick leave bank hours, staff is proposing revisions to the existing policy.

In order to ensure the viability of this program, there is a need to develop a process that would replenish the sick leave bank hours. The proposed policy amendment would not only replenish the hours, but also would allow employees to contribute to specific individuals within the organization. Outlined below is a summary that depicts annual activities for Fiscal Years 00/01 and 01/02.

<b>Fiscal Years</b>	<b>Donated Hours</b>	<b>Total Request Received</b>	<b>Hours Used</b>	<b>Balance Hours</b>
2000/01	2126.60	17	2090.67	2233
2001/02	390.91	13	1094.23	1521

Staff is requesting board approval of the attached amended policy depicting the underlined revisions.

Reviewed by:  
 Co Atty: \_\_\_\_\_  
 DFS: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 DCM: SS  
 CM: MD  
 File No. CHRO1

## **502.0 SICK LEAVE BANK**

### **POLICY**

It is the policy to provide, through the Sick Leave Bank, temporary continued income to members who meet the established guidelines, and who are experiencing serious illness / injury or serious illness in the immediate family requiring an extended absence from work.

### **COMMENTS/PROCEDURES:**

1. Permanent members are eligible to contribute up to one week of paid time off leave to the Sick Leave Bank within a twelve (12) month period as long as they have a minimum balance of two weeks of accrued paid time off leave. Contributed sick leave bank hours are deducted from the contributing member's paid time off leave balances or personal sick leave bank and are not refundable to the contributing member.
2. Permanent full-time members who are away from their job due to their own personal illness or injury, and have completed at least one year of continuous service, are eligible to withdraw up to 240 hours from the Sick Leave Bank within a twelve (12) month period. These hours may be used once all paid leaves are exhausted, including Administrative Leave and Compensatory time earned.
3. Permanent part-time members and permanent members who have not completed at least one year of continuous service, may be eligible to withdraw hours from the Sick Leave Bank, provided the Bank has a balance of at least 2000 hours at the time the request to withdraw is received by the Human Resources Department. The maximum hours these members would be eligible to receive are as follows:

<u>Term of Employment</u>	<u>Hours Eligible to Withdraw</u>	
	<u>Full Time</u>	<u>Part Time</u>
6 Months	40 Hours	20 Hours
7 Months	60 Hours	30 Hours
8 Months	80 Hours	40 Hours
9 Months	100 Hours	50 Hours
10 Months	120 Hours	60 Hours
11 Months	140 Hours	70 Hours
12 Months or more	240 Hours	80 Hours

4. All requests for withdrawals from the Sick Leave Bank must be submitted on the appropriate request form and be accompanied by a physician's statement indicating the nature and probable duration of the illness or injury. Such requests for withdrawal shall be submitted through the requesting member's department director for comments and recommendations before it is forwarded to the Human Resources Department.
5. Sick Leave Bank shall not be used for accident, illness or injury in the line of duty for which Worker's Compensation has been applied for or is being received, whether it be Seminole County employment or outside employment.

6. Sick Leave Bank may be utilized for temporary partial disability, for up to twelve (12) weeks from the date of return to part-time work, so long as it is related to an eligible temporary total disability. Appropriate medical documentation must be presented supporting the member's return to work, including the medical necessity to limit the return to only part-time and the expected duration of same. At no time shall the member's total hours paid exceed the number of hours in the member's regular workweek.
7. Withdrawals from the Sick Leave Bank are not required to be repaid or replaced when the recipient is an enrolled Member of the Sick Leave Bank. Employees become Sick Leave Bank Members by contributing an annual deposit of 8 hours of leave to the Sick Leave Bank during open enrollment in October. Employees who are not Sick Leave Bank Members but have been granted sick leave bank hours will be required to repay the consumed sick leave bank hours at a rate of 25% of accrued PTO until the hours are repaid. The 25% pay back amount will be deducted from accrued PTO until the full amount is paid back.
8. Employees may contribute to an individual employee that has been approved by the Sick Leave Bank Committee for hours, thereby becoming a Sick Leave Bank Member. These targeted contributions will be coordinated through the Human Resources Department. Targeted contributions not utilized by the designated employee will be transferred into the general Sick Leave Bank fund.
9. Upon separation, a separating member may donate any or all hours in the members Sick Leave balance to the Sick Leave Bank.
10. The Sick Leave Bank committee shall have final authority in considering, approving or disapproving requests to withdraw hours from the Sick Leave Bank. The Committee shall consider the requesting member's prior leave balance, usage rate, and seriousness of the illness or injury in recommending approval for withdrawal of hours from the Sick Leave Bank.